

## EXCEL 2013: LEVEL 3

Available Dates: **Jan 21, Feb 21, Mar 18, Apr 16, May 15, Jun 20**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

Excel 2016: Advanced

#### Description:

In this course, students will further build on the skills acquired in the Microsoft Excel Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Students will run and record macros, and explore VBA code. Finally, they will learn about the accessibility and language features such as accessibility considerations and internationalization.

#### Course Outline:

Unit 1: Advanced functions and formulas

Topic A: Logical functions

Topic B: Conditional functions

Topic C: Financial functions

Topic D: Text functions

Topic E: Date functions

Topic F: Array formulas

Topic G: Calculation options

Unit 2: Lookups and data tables

Topic A: Using lookup functions

Topic B: Creating data tables

Unit 3: Advanced data management

Topic A: Validating cell entries

Topic B: Advanced filtering

Unit 4: Advanced charting

Topic A: Chart formatting options

Topic B: Combination charts

Topic C: Graphical objects

Unit 5: PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Modifying PivotTable data

Topic C: Formatting PivotTables

Topic D: Using PivotCharts

Topic E: PowerPivot

Unit 6: Exporting and importing data

Topic A: Exporting and importing text files

Topic B: Getting external data

Unit 7: Analytical tools

Topic A: Goal Seek

Topic B: Scenarios

Topic C: Instant data analysis

Unit 8: Macros and Visual Basic

Topic A: Running and recording a macro

Topic B: Working with VBA code

Unit 9: Accessibility and language features  
Topic A: Accessibility considerations  
Topic B: Internationalization